

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2172

Page 1 of 4

Agency
Maryland Department of the Environment

Division/Unit Air & Radiation Management Admin
Administrative Services Division

Item No.	Description	Retention
	This schedule supersedes Schedule 984 dated April 10, 1984 and schedule amendment 984A1 dated November 14, 1994.	
1.0	<u>Personnel Records</u> – Personnel records of every employee hired by ARMA, including job posting description, applications, MS-100s, contractual forms, employee forms, performance evaluations, personnel actions, commendations, disciplinary actions. Many of the forms included contain personal and confidential information and access should be restricted.	Retain for 3 years after employee separation from ARMA, then destroy. Restricted access is required – personal information.
1.1	<u>Vacancy Recruitment</u> – Information related to recruitment for vacancies occurring in the Air and Radiation Management Administration, aka Selection or Clearance Packages. While hiring for vacant positions, programs throughout the agency collect applicant information such as position descriptions, job/vacancy announcements, interview questions, applications, eligible lists and contact letters, information on candidates interviewed, associated correspondence and other related material. After candidate selection, original documents are transferred to Maryland Department of the Environment's, (MDE's), Personnel Office who are required to conform to state and federal laws and guidelines by maintaining documentation on the agency's recruitment, testing and hiring practices which are used for Economic Employment Opportunity (EEO), analysis. Forms contain personal and confidential information and access should be restricted. <ul style="list-style-type: none">a. Selected/unselected candidates' original documentsb. Copies of selected candidate's original documentsc. Copies of unselected candidate's original documents	<ul style="list-style-type: none">a. Retain until position is filled, then transfer to MDE's Personnel Officeb. Use to create employee's ARMA personnel filec. Retain for six (6) months, then destroy

Scheduled Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name Denise Hartzell

Title Program Manager II

Schedule Authorized by State Archivist

Date NOV 26 2001

Signature

Signature

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency
Maryland Department of the Environment

Division/Unit Air & Radiation Management Admin.
Administrative Services Division

Item No.	Description	Retention
1.2	<u>Timesheets</u> – Carbon copies of all Office of Operational Services and Administration and Office of the Director employees' timesheets. Timesheets contain personal information and access should be restricted.	Retain for 1 (one) fiscal year, then destroy. Restricted access is required.
2.0	<u>Accounts Payable</u> – Photocopies of accounts payable invoices for which MDE-ARMA has the responsibility for payment.	Retain for 3 (three) fiscal years, then destroy.
2.1	<u>Credit Card Statements</u> – Photocopies of credit card statements and logs for procurements made by all ARMA programs, needed for Minority Business Enterprises/Women-owned Business Enterprises reports. Credit card statements contain account numbers and access should be restricted.	Retain for 3 (three) fiscal years, then destroy.
2.2	<u>Expense Reports</u> – Copies of expense reports for ARMA employees who travel in their course of duties. Expense reports contain personal information and access should be restricted.	Retain for 1 (one) fiscal year, then destroy.
2.3	<u>Requisitions and Purchase Orders</u> – Original requisitions and photocopies of corresponding purchase orders for materials purchased by ARMA. Record may include bids, specifications, new vendor information, and receiving report.	Retain for 3 (three) fiscal years, then destroy.

Scheduled Approved by Department, Agency,
or Division Representative.

Date

Signature

Typed Name Denise Hartzell

Title Program Manager II

Schedule Authorized by State Archivist

Date NOV 26 2001

Signature

Signature

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency
Maryland Department of the Environment

Division/Unit Air & Radiation Management Admin.
Administrative Services Division

Item No.	Description	Retention
3.0	<u>Accounts Receivable</u> – Photocopies of all invoices generated by ARMA for payment of all permits, licenses, fees and fines. Record includes photocopies of proof of payment when paid, dunning letters and Central Collections Unit referrals and resolutions.	Retain in office 2 (two) fiscal years, transfer to State Records Center for 2 years, then destroy.
3.1	<u>Accounts Receivable Reconciliation</u> – Reconciliation of accounts receivable includes copies of General Ledger, open lists of invoices, print out of cash receipts for each month, worksheets, control sheets of invoice totals and accounts receivable reconciliation forms for each account number.	Retain in office 2 (two) years, transfer to State Records Center for 2 years, then destroy.
3.2	<u>Contracts</u> – Original, signed contracts between MDE and various contractors, which include private enterprises, federal agencies, and other state agencies. Documents include original, signed contracts, invoices against the contract, purchase orders and supporting correspondence.	Federal contracts must be retained for 3 years after contract closes, then destroy. All other contracts must be retained for 2 years after contract closes, then destroy.
3.3	<u>Grants</u> – Records that document the grants received from various other agencies including the application, award, funding information, correspondence, final financial status report (FSR).	Retain in office for 3 (three) years following grant closing, then destroy.

Scheduled Approved by Department, Agency,
or Division Representative.

Date 10/31/01
Signature Denise Hartzell
Typed Name Denise Hartzell
Title Program Manager II

Schedule Authorized by State Archivist

Date NOV 26 2001

Signature Edward C. Papenfuss

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Agency
Maryland Department of the Environment

Division/Unit Air & Radiation Management Admin.
Administrative Services Division

Item No.	Description	Retention
4.0	<u>Duty Officer Logs</u> – Log books of phone calls made to the duty officer, includes caller, description of complaint, notes made by duty officer responding to the call. Restricted access is required. Logs contain personal information on complainants.	Retain for 2 (two) calendar years, then destroy. Access is restricted.
4.1	<p><u>Incinerator Operator Training Program</u> – Records required for ARMA's oversight of the Incinerator Operator Training and Certification Program. This section issues a certification number to each trainee who successfully passes the course or is re-certified. Under COMAR 26.11.08.09, this includes information concerning:</p> <ul style="list-style-type: none"> a) Training, testing and certification of operators, (also maintained in a database format) b) class plans, c) manuals for reference and training, d) training facilities, e) correspondence. 	<ul style="list-style-type: none"> a. Paper records – retain for 10 (ten) years, then destroy. a. Electronic record (database is continuously in use and subject to frequent changes and additions. Retain until superseded. b,c,d) Retain until superseded, then destroy e) Retain for 10 (ten) years, then destroy.

Scheduled Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name Denise Hartzell

Title Program Manager II

Schedule Authorized by State Archivist

Date NOV 26 2001

Signature

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Personnel Records

5. EARLIEST YEAR / LATEST YEAR

1998 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Personnel records of every employee hired by ARMA, including job posting description, applications, MS-100s, contractual forms, employee forms, performance evaluations, personnel actions, commendations, disciplinary actions. Many of the forms included contain personal and confidential information and so should be considered access restricted.

7. RECORD SERIES FORMAT(S)

☒ Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. RECORD SERIES SEQUENCE

☒ Alphabetical

Numerical

Chronological

Geographical

Other (Specify)

9. VOLUME

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
4 Other (Specify)
Number

10. ANNUAL ACCUMULATION

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

☒ Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) ☒ Year(s) after separation
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes Originals in Personnel Office ☒ No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

☒ Annotated Code of Maryland, State Government,
Title 10 Governmental Procedures, Subtitle 6. Records, Part III.
Access to Public Records

16. AUDIT REQUIREMENTS

☒ None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ☒ No

RECOMMENDED RETENTION

Retain for 3 years after employee separation from ARMA, then destroy. Restricted access is required - personal information.

19. NAME AND TITLE OF PREPARER

Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. **DEPARTMENT/AGENCY** MDE

2. **DIVISION** ARMA

3. **UNIT** Office of Operational Services and Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Vacancy Recruitment

5. **EARLIEST YEAR / LATEST YEAR**

2001 TO present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Information related to recruitment for vacant positions, which may include job descriptions, advertisements, job postings, interview questions, applications, selection packages, and any pertinent correspondence. Many of the forms contain personal and confidential information and should be considered access restricted.

7. **RECORD SERIES FORMAT(S)**

☒ Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical

Numerical

☒ Chronological

Geographical

Other (Specify)

9. **VOLUME**

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1/2 Other (Specify)
Number

11. **FILE IS USED**

☒ Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

6 Month(s) Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

☒ Yes Originals in Personnel Office No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

☒ Yes Annotated Code of Maryland, State Government, Title 10 Governmental Procedures. Subtitle 6. Records PartIII. Access to Public Records

16. **AUDIT REQUIREMENTS**

None ☒ State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes ☒ No

RECOMMENDED RETENTION

Retain until position is filled. Selected employee's file is moved into Personnel File. Information pertaining to other applicants not selected is held in office for 6 (six) months, then destroyed.

19. **NAME AND TITLE OF PREPARER**

Office of Operational Services and Administration

20. **TELEPHONE NUMBER**

410-631-3265

21. **DATE**

10/25/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Office of Operational Services and Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Timesheets

5. EARLIEST YEAR / LATEST YEAR

7/00 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Green copies of all Office of Operational Services and Administration and Office of the Director employees timesheets. Timesheets contain personal information and so should be considered confidential and access restricted.

7. RECORD SERIES FORMAT(S)

☒ Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. RECORD SERIES SEQUENCE

☒ Alphabetical

Numerical

Chronological

Geographical

Other (Specify)

9. VOLUME

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
2 Other (Specify)
Number

10. ANNUAL ACCUMULATION

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

Daily ☒ Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes Originals in Fiscal Services Office ☒ No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

☒ Annotated Code of Maryland, State Government, Title 10 Governmental Procedures, Subtitle 6. Records, Part III. Access to Public Records

16. AUDIT REQUIREMENTS

☒ None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ☒ No

RECOMMENDED RETENTION

Retain for 1 (one) fiscal year, then destroy. Restricted access is required.

19. NAME AND TITLE OF PREPARER

Dennis H. [Signature]
Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY MDE

2. DIVISION Air & Radiation Management
Administration

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Accounts Payable

5. EARLIEST YEAR / LATEST YEAR

1999 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Photocopies of accounts payable invoices which MDE - ARMA has the responsibility for payment.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
3
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Originals in Fiscal Services No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Retain for 3 (three) fiscal years, then destroy

19. NAME AND TITLE OF PREPARER

Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY MDE

2. DIVISION Air & Radiation Management
Administration

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Credit Card Statements

5. EARLIEST YEAR / LATEST YEAR

7/00 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Photocopies of Credit Card Statements and logs for procurements made by all ARMA programs, needed for Minority Business Enterprises/Women-owned Business Enterprises reports. Credit card statements contain account numbers and so should be considered confidential and access restricted.

7. RECORD SERIES FORMAT(S)

☒ Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify) .

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

☒ Chronological

Geographical

Other (Specify) Funding Source

9. VOLUME

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

10. ANNUAL ACCUMULATION

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

Daily Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes Originals in MDE-AESA No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

☒ Yes Annotated Code of Maryland, State
Government, Title 10. Governmental Procedures, Subtitle 6.
Records, Part III. Access to Public Records No

16. AUDIT REQUIREMENTS

None ☒ State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ☒ No

RECOMMENDED RETENTION

Retain for 3 fiscal years, then destroy

19. NAME AND TITLE OF PREPARER

Daniel H. Hagg
Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. **DEPARTMENT/AGENCY** MDE

2. **DIVISION** Air & Radiation Management Administration

3. **UNIT** Office of Operational Services and Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Expense Reports

5. **EARLIEST YEAR / LATEST YEAR**

7/99 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Copies of expense reports for ARMA employees who travel in their course of duties. Because expense reports contain personal information they should be considered confidential and access restricted.

7. **RECORD SERIES FORMAT(S)**

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical
Numerical
Chronological
Geographical
Other (Specify) Funding Source

9. **VOLUME**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1
Number

10. **ANNUAL ACCUMULATION**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1/2
Number

11. **FILE IS USED**

Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

1
Number Month(s) Year(s)

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes Originals in MDE-AESA No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes Annotated Code of Maryland, State Government, Title 10. Governmental Procedures, Subtitle 6. Records, Part III. Access to Public Records

16. **AUDIT REQUIREMENTS**

None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Retain for 1 (one) fiscal year, then destroy

19. **NAME AND TITLE OF PREPARER**

Office of Operational Services and Administration

20. **TELEPHONE NUMBER**

410-631-3265

21. **DATE**

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
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1. DEPARTMENT/AGENCY MDE

2. DIVISION Air & Radiation Management
Administration

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Requisitions and Purchase Orders

5. EARLIEST YEAR / LATEST YEAR

7/99 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Original requisitions and photocopies of corresponding purchase orders for materials purchased by ARMA. Record may include bids, specifications, new vendor information, and receiving report.

7. RECORD SERIES FORMAT(S)

~~Letter Size~~ Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
~~Other (Specify)~~ Program

9. VOLUME

~~File Drawer(s)~~
Microfilm Reel(s)
Computer Tape(s)
3
Number Other (Specify)

10. ANNUAL ACCUMULATION

~~File Drawer(s)~~
Microfilm Reel(s)
Computer Tape(s)
1
Number Other (Specify)

11. FILE IS USED

~~Daily~~ Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) ~~Year(s)~~
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

~~Yes~~ Photocopies in Fiscal Services No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes ~~No~~

16. AUDIT REQUIREMENTS

~~None~~ State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ~~No~~

RECOMMENDED RETENTION

Retain for 3 (three) fiscal years, then destroy

19. NAME AND TITLE OF PREPARER

Dora Hays
Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/27/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY MDE

2. DIVISION Air & Radiation Management
Administration

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Accounts Receivable

5. EARLIEST YEAR / LATEST YEAR

2000 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Includes photocopies of all invoices generated by ARMA for payment of all permits, licenses, fees and fines. Record includes photocopies of proof of payment when paid, dunning letters and Central Collections Unit referrals and resolutions.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
4
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
3
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

2 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Retain in office for 2 (two) fiscal years, transfer to State Records Center for 2 years, then destroy

19. NAME AND TITLE OF PREPARER

Debra Haffell
Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Accounts Receivable Reconciliation

5. EARLIEST YEAR / LATEST YEAR

2000 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Reconciliation of accounts receivable includes copies of General Ledger, open lists of invoices, print out of cash receipts for each month, worksheets, control sheets of invoice totals and accounts receivable reconciliation forms for each account number.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1/2
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

2 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Retain in office 2 years, storage at Jessup for 2 years, then destroy.

19. NAME AND TITLE OF PREPARER

Dennis Hays
Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY MDE

2. DIVISION Air & Radiation Management
Administration

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Contracts

5. EARLIEST YEAR / LATEST YEAR

1993 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Original, signed contracts between MDE and various contractors, which include private enterprises, federal agencies, and other state agencies. Documents include original, signed contracts, invoices against the contract, purchase orders and supporting correspondence.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
2
Number Other (Specify)

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1/2
Number Other (Specify)

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Copies in procurement No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

3 years after contract closes for Federal contract, then discard
2 years after contract closes for all others, then discard

19. NAME AND TITLE OF PREPARER

Dennis H. Hays
Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/11/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY MDE

2. DIVISION Air & Radiation Management
Administration

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Grants

5. EARLIEST YEAR / LATEST YEAR

1993 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Records that document grants received from various other agencies including application, award, funding information, correspondence, final financial status report (FSR).

7. RECORD SERIES FORMAT(S)

☒ Letter Size Microfilm
☐ Legal Size Computer Tape
☐ Bound Book Floppy Disk
☐ Audio Tape Video Tape
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify)

9. VOLUME

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
2
Number

10. ANNUAL ACCUMULATION

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1/2
Number

11. FILE IS USED

☒ Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes Photocopies in Budget & Fiscal No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Retain for 3 (three) years following grant closing, then destroy

19. NAME AND TITLE OF PREPARER

Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. **DEPARTMENT/AGENCY** MDE

2. **DIVISION** Air & Radiation Management Administration

3. **UNIT** Office of Operational Services and Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Duty Officer Logs

5. **EARLIEST YEAR / LATEST YEAR**

1/00 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Log books of phone calls made to the duty officer, includes caller, description of complaint, notes made by duty officer responding to call. Restricted access is required. Logs contain personal information on complainants.

7. **RECORD SERIES FORMAT(S)**

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical
Numerical
Chronological
Geographical
Other (Specify) Funding Source

9. **VOLUME**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1 1/2
Number

10. **ANNUAL ACCUMULATION**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
1/2
Number

11. **FILE IS USED**

Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

1 Month(s) Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes Annotated Code of Maryland, State Government, Title 10 Governmental Procedures, Subtitle 6, Records, Part III. Access to Public Records No

16. **AUDIT REQUIREMENTS**

None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Retain for 2 (two) calendar years, then destroy. Access is restricted.

19. **NAME AND TITLE OF PREPARER**

Debrae Haddad
Office of Operational Services and Administration

20. **TELEPHONE NUMBER**

410-631-3265

21. **DATE**

10/22/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL
SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY MDE

2. DIVISION Air & Radiation Management
Administration

3. UNIT Office of Operational Services and
Administration

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Incinerator Operator Training Program

5. EARLIEST YEAR / LATEST YEAR

94 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Records required for ARMA's oversight of the Incinerator Operator Training and Certification program. Under COMAR 26.11.08.09, this includes information concerning: a) Training, testing and certification of operators, b) class plans, c) manuals for reference and training, d) training facilities, e) correspondence. This section issues a certification number to each trainee who successfully passes the course or is re-certified.

7. RECORD SERIES FORMAT(S)

Letter Size a, b Microfilm

Legal Size Computer Tape

Bound Book c Floppy Disk

Audio Tape Video Tape

Other (Specify) a. Fox-Pro Data Base

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

Other (Specify) Funding Source

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

5
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

1/2
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

see recommended retention Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE-ARMA-OOSA-ASD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes a No b, c, d, e

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

a) paper records - retain for 10 years, then destroy, a) electronic record is constantly revised. b, c, d - retain until superseded. e) - retain for 10 years, then destroy

19. NAME AND TITLE OF PREPARER

Jens Xeno
Office of Operational Services and Administration

20. TELEPHONE NUMBER

410-631-3265

21. DATE

10/22/01